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Health & Safety Policy

This document sets out Wymark Ltd's Health & Safety Policy, organisational structure and detailed arrangements. It should be read and followed by all employees, and forms part of the company's health and safety management system.

1. Health & Safety Policy Statement

Wymark Ltd is committed to providing a safe and healthy working environment for all its employees, visitors, contractors and other persons who may be affected by the company's activities. The company will comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions as a minimum and will seek to achieve continual cost-effective improvement in its health and safety performance.

Every employee has a responsibility to take reasonable care of their own health and safety and for the safety of others who may be affected by their acts or omissions.

The company management will:

- Provide safe plant, machinery and work equipment and ensure safe and healthy working conditions for employees.
- Appoint a Safety Representative to co-ordinate action on health and safety issues.
- Carry out suitable and sufficient risk assessments to assess compliance with relevant statutory regulations and good practice.
- Implement and maintain measures to facilitate continual improvement in health and safety performance.
- Take timely action on all reported health and safety issues, accidents, incidents and near misses.
- Inform, consult and train all employees on matters of health, safety and occupational welfare.
- Provide for the safety of visitors, contractors and others who may be affected by our operations.
- Provide the necessary resources (time, people and finance) to implement this Health and Safety Policy.
- Ensure that this policy is communicated and understood by all staff.
- Periodically review the health and safety management system, the relevance and effectiveness of this policy, and compliance with it.

Employees, visitors and contractors will:

- Co-operate with the management to enable the company to meet its statutory duties and continually improve its health and safety performance.
- Not undertake tasks for which they have not been trained and authorised.
- Report any hazards, unsafe conditions, near misses or accidents to a responsible person without delay.
- Comply with customers' and suppliers' health and safety rules while on their premises or sites.

Health and safety will not be compromised. An employee has the right to stop work and refuse to continue work which they reasonably believe could compromise their health and safety.

Disciplinary action may be taken against anyone who deliberately or negligently endangers the health and safety of themselves or others.

The company workplace is a non-smoking zone, other than designated external smoking areas.

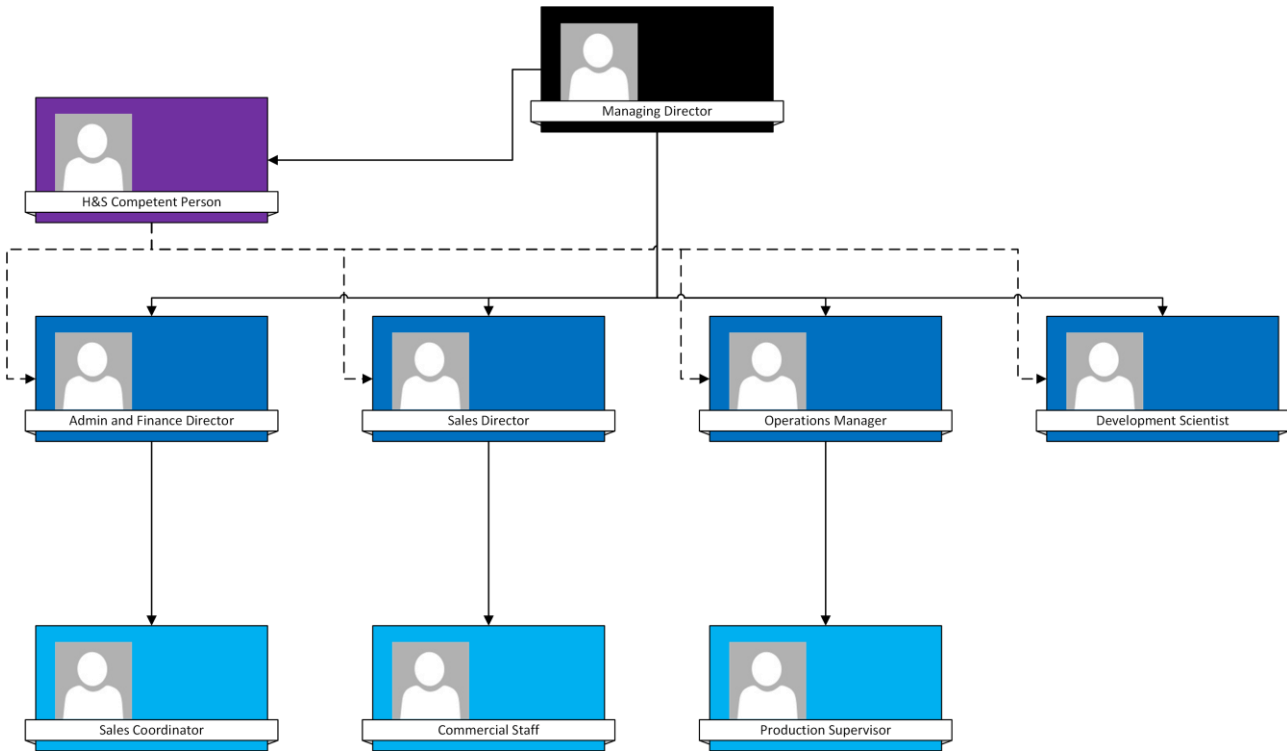


Signed: _____

Name: A. Dane – Managing Director

Date: 22nd December 2025

2. Organisational Roles and Responsibilities



2.1 Managing Director – Responsibilities

- Holds overall responsibility for health, safety and welfare within Wymark.
- Approves the Health & Safety Policy and any significant revisions.
- Ensures adequate resources are provided to implement the Health & Safety Policy.
- Appoints competent Safety Representatives, Fire Marshals and First Aiders.
- Ensures that serious accidents, dangerous occurrences and occupational diseases are reported under RIDDOR.
- Receives regular reports on health and safety performance.
- Chairs, or receives reports from, the Safety Committee.
- Ensures that health and safety performance is reviewed at least annually.

2.2 Safety Representative (Operations Manager) – Responsibilities

- Acts as the lead co-ordinator for health and safety matters across the company.
- Ensures that health and safety arrangements are implemented on site and in the works.
- Ensures that suitable and sufficient risk assessments (including COSHH, manual handling, DSE, noise and work at height) are carried out, recorded and reviewed.
- Ensures that emergency procedures are in place and regularly tested.
- Maintains a log of accident and incident reports.
- Ensures that accidents and incidents are investigated and that corrective actions are implemented.
- Keeps the health and safety legal register and compliance status up to date.

2.3 Deputy Safety Representative (Admin & Finance Director) – Responsibilities

- Supports the Safety Representative and acts in their absence.
- Ensures that risk assessment records are maintained and retained for the required periods.
- Ensures that health and safety training records are maintained and retained for the required periods.
- Oversees the operation of the risk assessment procedure and record-keeping process.
- Ensures that specific assessments, such as those for new and expectant mothers, are carried out and that controls are implemented.
- Supports communication and consultation on health and safety matters.

2.4 Line Managers (Operations Manager, Production Supervisor, Development Scientist and others) – Responsibilities

- Ensure that health and safety arrangements are implemented and monitored in their own areas.
- Ensure that new starters and transferred staff receive a local health and safety induction.
- Ensure that staff understand relevant procedures and know how to raise health and safety concerns.
- Identify health and safety training needs for their teams.
- Ensure that required health and safety training is completed and recorded.
- Develop safe systems of work and method statements based on risk assessments.
- Ensure that work equipment, lifting plant and EV chargers within their control are properly used, inspected and maintained.
- Ensure that personal protective equipment is provided where required and used correctly.
- Ensure that housekeeping standards are maintained in their areas.
- Investigate accidents, incidents and near misses occurring in their areas.
- Implement corrective actions arising from investigations and inspections.

2.5 Development Scientist – Responsibilities

- Ensures that all laboratory tests, trials and development activities are carried out safely.
- Ensures that laboratory activities are conducted in accordance with relevant risk assessments and COSHH assessments.
- Ensures that laboratory substances, oils, chemicals and GREASOMATIC-related materials are handled in line with Safety Data Sheets.
- Ensures that laboratory substances and materials are stored in line with Safety Data Sheets and company procedures.
- Ensures that laboratory substances and materials are disposed of in line with Safety Data Sheets and legal requirements.
- Ensures that appropriate control measures, such as ventilation and PPE, are in place and used correctly in the laboratory.
- Contributes to the evaluation of new materials and processes from a health and safety perspective.
- Provides specialist health and safety advice related to laboratory and development work to management and colleagues.

2.6 First Aiders – Responsibilities

- Provide immediate care to any person who is injured or becomes ill while on Wymark premises or engaged in work activities.
- Attend to minor injuries using the contents of first aid kits.
- Summon emergency services when necessary.
- Continue to provide assistance until professional medical help arrives.
- Hold current, valid first aid qualifications appropriate to their role.
- Ensure that first aid kits are adequately stocked and that contents are in date.
- Record details of treatment given in the accident book and any other relevant documentation.

2.7 Fire Marshals – Responsibilities

- Assist in maintaining fire safety standards in their designated areas.
- Carry out periodic checks of escape routes, fire doors and fire points.
- Report any defects, obstructions or fire safety concerns promptly.
- Help ensure that fire evacuation drills are conducted effectively.
- In the event of an alarm, sweep their designated areas to ensure they are clear.
- Guide people safely to the assembly point.
- Provide headcounts or status reports to the person in charge of the incident.

2.8 All Employees – Responsibilities

- Take personal responsibility for their own health and safety.
- Take reasonable care for the health and safety of others who may be affected by their work.
- Co-operate with the company in implementing this Health & Safety Policy.
- Follow risk assessments, safe systems of work, instructions and training.
- Use work equipment and substances correctly and only when trained and authorised.
- Wear personal protective equipment when required and use it correctly.
- Immediately report hazards, unsafe conditions, near misses and incidents.
- Not interfere with or misuse anything provided for health, safety or welfare.
- Maintain high standards of housekeeping in their work areas.
- Participate in health and safety training, briefings and consultation activities.

2.9 H&S Competent Person (HSCP)

The H&S competent person can be internal or external resource and will:

- Assist in the development, dissemination and implementation of H&S policies, procedures and risk control arrangements.
- Provide competent assistance to management in the provision of statutory risk assessments and the development of an Aspects and Impacts register for the site.
- Provide advice, guidance, information and support to management of a business or contract to assist them to fulfil their statutory duties and communicate with Regulatory Authorities.

- Provide input into the training and competency arrangements necessary for effective H&S management.
- Provide monitoring and advice on the implications of any legislative change that impacts on the business.
- Set up mechanisms for the effective dissemination of safety information, advice, guidance and alerts, and communication/consultation with the workforce.
- Where called upon, advise on H&S aspects in the introduction of any significant change within the business in terms of: products, services, premises, machinery & equipment.
- Assist management with accident investigations and provide advice and guidance to help prevent recurrences and advise on statutory reporting.
- Conduct audits and reviews and report on the effectiveness of the management of H&S at a branch level.
- Develop and agree with management a suite of pro-active and reactive Key Performance Indicators (KPI's) that give a comprehensive picture of the effectiveness of the management system.

3. Health & Safety Arrangements

This document sets out the detailed arrangements underpinning Wymark Ltd's Health & Safety Policy. It should be read in conjunction with the overarching Policy Statement and the section on Organisational Roles and Responsibilities.

3.1 Risk Assessment and Hazard Identification

Purpose

The purpose of this arrangement is to ensure that all significant hazards arising from Wymark's activities are systematically identified, that the risks to employees and others are evaluated, and that proportionate control measures are implemented and reviewed. By embedding structured risk assessment into day-to-day management, Wymark aims to prevent injury, ill health, property damage and environmental harm and to demonstrate compliance with the Management of Health and Safety at Work Regulations 1999 and other topic-specific legislation.

Scope

This arrangement applies to all Wymark activities, including manufacture of GREASOMATIC units, storage and handling of materials, laboratory and development work, office-based activities, maintenance tasks and any work undertaken at third-party premises. It covers the systematic identification of hazards, evaluation of risks and implementation of proportionate controls in order to prevent injury, ill health, property damage and environmental harm. It also applies to new or changed processes, equipment, substances and work locations, so that risks are considered before any change is introduced.

Responsibilities

The Managing Director has overall responsibility for ensuring that risk assessment is embedded in the company's management processes and that adequate resources are available.

The Safety Representative is responsible for co-ordinating the risk assessment programme, maintaining the risk assessment register and ensuring that reviews are completed on time.

Line Managers are responsible for carrying out, or arranging for competent persons to carry out, task-specific risk assessments within their areas, communicating the findings to their teams and ensuring that the identified control measures are implemented.

Employees must co-operate with the assessment process by providing information on hazards, following the agreed controls and reporting any changes in activities or conditions that may affect the level of risk.

Procedure

All significant activities will be assessed using a structured 'five-step' methodology:

- identify the hazards;
- decide who might be harmed and how;
- evaluate the risks and decide on precautions;
- record the significant findings; and
- review and update as necessary.

Line Managers, supported by the Safety Representative and, where appropriate, specialist advisers, will complete risk assessments using the company's standard templates. Assessments must consider non-routine situations such as maintenance, breakdowns, cleaning and emergency conditions.

The hierarchy of control will be applied, giving priority to elimination and substitution, then engineering and organisational controls, and finally personal protective equipment.

Control measures will be translated into safe systems of work, guidance, instructions and/or training.

Risk assessments will be reviewed at least every two years, and earlier if there are significant changes, accidents, near misses or concerns raised by employees or enforcing authorities.

Legal and Best Practice Requirements

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of risks to employees and others arising from work activities, including those affecting young persons and new or expectant mothers. The findings of significant assessments must be recorded and the employer must implement preventive and protective measures. This system also supports compliance with the Health and Safety at Work etc. Act 1974 and specific regulations such as COSHH, PUWER, Work at Height, Fire Safety and Noise at Work. Wymark will refer to current HSE guidance when carrying out and reviewing risk assessments and will keep completed assessments readily accessible to employees and regulators.

3.2 Lifting Plant, Operations & Operators

Purpose

The purpose of this arrangement is to ensure that all lifting equipment provided by Wymark is safe, suitable and properly examined, and that all lifting operations are properly planned, supervised and carried out by competent people. This is intended to prevent injury, damage to plant or product and dangerous occurrences during the lifting and movement of loads, and to secure compliance with the requirements of LOLER, PUWER and related best practice guidance on safe use of lifting equipment and forklift trucks.

Scope

This arrangement covers all lifting operations and lifting equipment used by Wymark, including forklift trucks, pallet trucks where used for lifting, hoists, cranes, chain blocks, slings, eyebolts and any other accessories used to lift or move loads. It includes lifting of GREASOMATIC components, finished products, raw materials, tooling and plant, both within company premises and, where applicable, at customer or supplier sites. It does not cover passenger lifts controlled by landlords, though Wymark will co-operate with building management in relation to their safe use.

Responsibilities

The Managing Director is responsible for ensuring that sufficient suitable lifting equipment is provided and that it is subject to statutory thorough examination and inspection.

The Safety Representative co-ordinates LOLER and PUWER compliance, including the scheduling of thorough examinations, maintenance and record keeping.

Line Managers must ensure that lifting operations under their control are planned, supervised and carried out by competent and authorised operators, and that pre-use checks are completed.

Employees must only operate lifting equipment for which they have been trained and authorised, follow safe systems of work, report defects immediately and never exceed safe working loads. Contractors using their own lifting equipment on site remain responsible for its safety but must co-operate with this arrangement.

Procedure

All lifting operations that present a significant risk will be properly planned by a competent person and, where necessary, documented in a lifting plan. This will identify the load characteristics, lifting method, equipment selection, ground conditions, segregation of pedestrians, communication methods and emergency arrangements.

Lifting equipment will be selected to ensure it is suitable for the load and environment, and all items will be marked with their safe working load and unique identification.

Thorough examinations will be arranged at intervals specified by LOLER or by a competent person's written scheme. Daily or shift pre-use checks will be completed and recorded for equipment such as forklift trucks. Defects that affect safety will result in the equipment being taken out of service until repaired and re-examined.

Training and refresher training for operators will be provided and recorded. Unauthorised personnel must not ride on lifting equipment or walk under suspended loads.

Legal and Best Practice Requirements

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) place duties on those who own, operate or have control over lifting equipment to ensure that lifting operations are properly planned, supervised and carried out safely, and that equipment is strong, stable and subject to periodic thorough examination. PUWER 1998 requires that all work equipment is suitable, maintained and used only by competent people. The Workplace (Health, Safety and Welfare) Regulations and the Health and Safety at Work etc. Act 1974 also impose general duties relevant to lifting activities. Wymark will follow relevant HSE guidance and Approved Codes of Practice, including those on forklift truck safety and safe use of lifting equipment.

3.3 Storage of Materials and Hazardous Substances

Purpose

The purpose of this arrangement is to control the risks associated with storing raw materials, finished GREASOMATIC products, packaging, waste and hazardous substances so that they cannot cause injury, ill health, fire, explosion or environmental contamination. By specifying how materials are to be stacked, segregated, banded and accessed, Wymark aims to maintain safe and tidy storage areas and to comply with COSHH, DSEAR, environmental legislation and good practice in warehousing and chemical storage.

Scope

This arrangement applies to the storage of all raw materials, components, finished GREASOMATIC units, packaging, maintenance materials, waste and any hazardous substances used or produced by Wymark. It covers storage in warehouses, production areas, laboratories, external yards, stores and any temporary storage at customer sites. The arrangement aims to prevent injury, ill health, fire, environmental contamination and damage to property arising from unsafe storage practices.

Responsibilities

The Managing Director is responsible for ensuring that adequate storage facilities are provided and maintained.

The Safety Representative provides advice on safe storage, segregation, bunding and spill response arrangements and ensures that storage-related risks are captured in risk and COSHH assessments.

Line Managers must ensure that stock is stored in accordance with layout plans, load limits and COSHH requirements, and that employees are trained in safe handling and stacking techniques.

Employees are required to store items only in designated areas, respect racking load limits, maintain good housekeeping and report any damage to storage equipment or signs of leakage, deterioration or incompatibility between stored substances.

Procedure

Storage systems will be designed so that heavy and frequently-used items are stored at waist height where practicable, and lighter items at higher levels.

Racking and shelving will be installed in accordance with manufacturer instructions and subject to periodic inspection; damage will be reported and remedied promptly.

Hazardous substances will be stored in line with their COSHH assessments and Safety Data Sheets, with appropriate segregation, ventilation and temperature control where needed. Flammable liquids will

be kept in closed containers within suitable cabinets or dedicated stores, and oil drums or bulk containers will be banded to contain spills.

Aisles and emergency exits must remain unobstructed and clear access must be maintained to fire-fighting equipment and electrical panels.

Spill kits appropriate to the stored substances will be located nearby and employees trained in their use.

Legal and Best Practice Requirements

Safe storage arrangements support compliance with COSHH, the Health and Safety at Work etc. Act 1974, the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) where applicable, the Workplace Regulations and environmental legislation relating to pollution prevention and waste management. HSE guidance on safe storage and handling of drums and intermediate bulk containers, and relevant industry codes of practice, will be followed. Records of inspections, bund integrity checks and any incidents related to storage will be retained and reviewed to identify trends and opportunities for improvement.

3.4 Communication, Consultation & Monitoring

Purpose

The purpose of this arrangement is to ensure that health and safety information flows effectively throughout the business, that employees are consulted and involved in decisions that affect their safety, and that performance is monitored so that strengths and weaknesses can be identified. Through structured meetings, briefings and inspections, Wymark seeks to build a positive safety culture and to meet its duties under the consultation regulations and the Management of Health and Safety at Work Regulations 1999.

Scope

This arrangement covers all formal and informal methods by which Wymark communicates health and safety information, consults with employees and monitors performance. It includes toolbox talks, safety alerts, team briefings, noticeboards, electronic communications, Safety Committee meetings, workplace inspections and audits. It applies to all employees, agency staff and, where relevant, contractors and visitors.

Responsibilities

The Managing Director is responsible for setting a positive health and safety culture and ensuring that communication and consultation are active, two-way processes.

The Safety Representative organises Safety meetings, co-ordinates inspections and audits, and ensures that lessons from accidents, near misses and external guidance are communicated.

Line Managers must brief their teams on relevant risks, controls and changes, encourage feedback and raise issues at the Safety Committee.

Employee representatives, where appointed, act as a channel for health and safety concerns and suggestions. All employees share responsibility for participating in briefings, reading notices, raising concerns and reporting hazards without fear of reprisal.

Procedure

Health and safety will be a standing agenda item at management and team meetings. Team briefings will be carried out at least quarterly, with management, the Safety Representative and employee representatives from key departments. Minutes will be recorded, actions allocated and progress tracked.

Significant changes in law, guidance, processes or risk controls will be communicated through briefings and written instructions, and where necessary supported by training.

Formal monitoring will be undertaken through planned workplace inspections (quarterly), housekeeping checks (daily), audits of risk assessments (annually), review of accident statistics and feedback from employees (ongoing).

Findings will be collated and reported to senior management, and corrective actions implemented according to priority.

Legal and Best Practice Requirements

The Health and Safety (Consultation with Employees) Regulations 1996 and, where union safety representatives exist, the Safety Representatives and Safety Committees Regulations 1977, require employers to consult employees or their representatives on health and safety matters. The Management of Health and Safety at Work Regulations 1999 require arrangements for effective planning, organisation, control, monitoring and review of preventive and protective measures. Wymark will also follow HSE guidance on leading health and safety at work and on measuring performance, using both proactive and reactive indicators.

3.5 First Aid

Purpose

The purpose of this arrangement is to ensure that Wymark provides adequate and appropriate first aid equipment, facilities and trained personnel to give prompt assistance to anyone who is injured or taken ill at work. By assessing first aid needs, training First Aiders and maintaining first aid resources, Wymark aims to minimise the consequences of accidents and sudden illness and to comply with the Health and Safety (First-Aid) Regulations and associated Approved Code of Practice.

Scope

This arrangement applies to the provision of first aid for all persons who may be injured or taken ill at Wymark premises or whilst undertaking work for Wymark elsewhere. It covers the assessment of first aid needs, the provision of trained First Aiders and appointed persons, first aid equipment and facilities, and arrangements for contacting emergency services. It applies to employees, contractors, visitors and members of the public who may be affected by Wymark's activities.

Responsibilities

The Managing Director is responsible for ensuring that an assessment of first aid needs is completed and reviewed, and that sufficient numbers of trained First Aiders and appropriate facilities are provided.

The Safety Representative co-ordinates first aid training, keeps a register of trained personnel and ensures that first aid kits and equipment are maintained.

Line Managers must make sure that staff know who the First Aiders are and how to contact them, and must support First Aiders in attending training and responding to incidents.

First Aiders are responsible for providing immediate assistance within the limits of their training, recording treatment and recommending further medical help where necessary.

Employees and visitors must promptly report accidents and co-operate with First Aiders.

Procedure

A documented first aid needs assessment will consider the nature of the work, hazards, number of employees, shift patterns, history of accidents, layout of the premises and distance from emergency medical services. Based on this assessment, Wymark will appoint an appropriate number of First Aiders trained in 'First Aid at Work' or 'Emergency First Aid at Work'. First aid boxes will be strategically located, clearly signposted and checked regularly to ensure contents are complete and in date. When an incident occurs, the nearest available First Aider will be called, either directly or via reception/management. If there is any doubt about the seriousness of an injury or illness, emergency services will be contacted. All

accidents requiring first aid will be recorded in the accident book, and serious or recurring issues will be investigated.

Legal and Best Practice Requirements

The Health and Safety (First-Aid) Regulations 1981 and associated Approved Code of Practice require employers to provide adequate and appropriate first aid equipment, facilities and personnel, based on an assessment of needs. Wymark will keep first aid training current, retain records of qualifications and ensure that first aid arrangements are communicated to staff. Data gathered through first aid records will be used to inform risk assessments and identify trends in injuries and ill health.

3.6 Electricity at Work

Purpose

The purpose of this arrangement is to prevent electrical danger arising from the design, installation, use and maintenance of electrical systems and equipment under Wymark's control. By setting standards for inspection, testing, competence and day-to-day use, the arrangement aims to reduce the risk of electric shock, burns and fires and to demonstrate compliance with the Electricity at Work Regulations 1989, BS 7671 and relevant HSE guidance.

Scope

This arrangement applies to all electrical systems, equipment and appliances owned, operated or controlled by Wymark, including fixed wiring, distribution boards, machine supplies, portable and transportable equipment, and any temporary electrical installations used for maintenance or projects. It also applies to electrical interfaces with landlord systems and to the use of personal electrical equipment on Wymark premises.

Responsibilities

The Managing Director is responsible for ensuring that electrical systems are designed, installed and maintained so as to prevent danger, and for engaging competent electrical contractors when required. The Safety Representative co-ordinates the schedule of fixed installation inspection and testing, and portable appliance testing or inspection. Line Managers must ensure that electrical equipment in their areas is visually checked, not misused, and removed from service immediately if defects are suspected. Employees must use electrical equipment only for its intended purpose, carry out simple visual pre-use checks, avoid overloading sockets and report signs of damage, overheating or shocks. Only authorised, competent persons may carry out repairs or modifications to electrical systems or equipment.

Procedure

Fixed electrical installations will be designed and installed to the current edition of BS 7671 (IET Wiring Regulations) by competent contractors. Periodic inspection and testing will be carried out every 3 years by a competent person, with remedial actions prioritised and completed.

Portable appliances and hand tools will be subject to a regime of user checks, formal visual inspections and combined inspection and testing at intervals not exceeding 2 years. Damaged or faulty equipment will be immediately taken out of service, labelled and either repaired by a competent person or disposed of.

Flexible leads will be routed to avoid tripping hazards and mechanical damage. Temporary electrical supplies for maintenance or projects will be planned, controlled and removed once work is complete.

Legal and Best Practice Requirements

The Electricity at Work Regulations 1989 require that all electrical systems are constructed and maintained so as to prevent danger, and that work on or near electrical systems is carried out only by competent persons and with appropriate precautions. BS 7671 provides recognised standards of good practice for design, installation and testing of electrical installations. Wymark will follow HSE guidance on maintaining portable electrical equipment in low-risk environments and will keep records of formal inspections and tests as part of its overall maintenance regime.

3.7 Control of Substances Hazardous to Health (COSHH)

Purpose

The purpose of this arrangement is to ensure that exposure to hazardous substances used or generated by Wymark is prevented or adequately controlled, so far as is reasonably practicable. Through systematic COSHH assessment, use of less hazardous alternatives, engineering controls, safe systems of work, PPE and health surveillance where appropriate, Wymark aims to protect employees' health and to comply with COSHH, relevant Workplace Exposure Limits and associated HSE Approved Codes of Practice.

Scope

This arrangement applies to all substances used, handled, stored or generated by Wymark that may present a risk to health, including oils, greases, adhesives, cleaning agents, laboratory reagents, fumes, vapours, dusts and any by-products of processes. It covers manufacture and testing of GREASOMATIC products, laboratory development work, cleaning and maintenance, and any work at customer premises where substances are used.

Responsibilities

The Managing Director is responsible for ensuring that COSHH risks are adequately assessed and controlled. The Safety Representative co-ordinates the COSHH inventory, obtains and reviews Safety Data Sheets and ensures that COSHH assessments are completed and kept up to date. Line Managers must make sure that only approved substances are purchased, that COSHH assessments are available at points of use and that controls identified in the assessments are implemented and monitored. Employees must use substances only as directed, follow the control measures and PPE requirements, store containers safely and report spills, leaks or adverse health effects without delay.

Procedure

A register of hazardous substances will be maintained, listing each substance, its hazards, typical uses and storage locations. Before a new substance is introduced, a Safety Data Sheet will be obtained and a COSHH assessment completed to determine risks and necessary controls. Where possible, less hazardous alternatives will be considered. Control measures may include engineering controls (e.g. local exhaust ventilation), closed systems, limitation of quantities, safe handling procedures and PPE. Where there is a potential for significant exposure, health surveillance may be introduced in consultation with occupational health advisers. Spill response plans will be documented and appropriate absorbents and containment materials provided. COSHH assessments will be reviewed periodically and whenever there are changes in substances, processes or exposure patterns.

Legal and Best Practice Requirements

The Control of Substances Hazardous to Health Regulations 2002 (as amended) require employers to prevent or adequately control exposure to hazardous substances, apply the principles of good practice, ensure that exposure limits are not exceeded, and provide information, instruction and training. Where appropriate, they require monitoring of exposure and health surveillance. Wymark will follow relevant HSE guidance and Approved Codes of Practice, including those relating to metalworking fluids, cleaning chemicals and laboratory work, and will retain COSHH assessments and monitoring records for the required periods.

3.8 Fire Safety

The purpose of this arrangement is to minimise the risk of fire starting, to limit the spread and impact of any fire that does occur and to ensure that everyone on the premises can evacuate quickly and safely. By carrying out fire risk assessments, maintaining fire protection measures and training staff, Wymark seeks to meet its duties as the Responsible Person under the Regulatory Reform (Fire Safety) Order and related fire safety legislation and guidance.

Scope

This arrangement applies to all Wymark workplaces and activities that could give rise to a fire, including storage and use of flammable substances, electrical equipment, hot work, cooking, smoking areas and vehicle movements. It covers preventive measures to reduce the likelihood of a fire starting, protective measures to ensure safe evacuation, and arrangements for liaison with landlords, neighbouring occupiers and the fire and rescue service.

Responsibilities

The Managing Director is the Responsible Person for fire safety within Wymark-occupied areas and must ensure that a suitable and sufficient fire risk assessment is carried out and kept up to date. The Safety Representative co-ordinates fire risk assessments, ensures that fire safety systems are maintained and organises fire drills. Fire Marshals assist in fire prevention checks and in managing evacuations. Line Managers must ensure that escape routes are kept clear, that staff are familiar with alarm and evacuation procedures and that any fire safety deficiencies are reported promptly. Employees and visitors must follow fire safety rules, including no smoking in prohibited areas, and evacuate immediately when the alarm sounds.

Procedure

A comprehensive fire risk assessment will identify ignition sources, fuel sources, sources of oxygen, areas of higher risk and people at special risk. Control measures will include good housekeeping, safe storage of flammables, control of hot work via permits where appropriate, electrical safety and enforcement of the company's smoking policy. Fire detection and alarm systems, emergency lighting, fire doors and extinguishers will be provided and maintained according to risk and legal requirements. Emergency escape routes will be signed, kept unobstructed and checked regularly. Fire drills will be carried out at least annually, and more frequently if indicated by risk or after significant changes. The results of drills and tests will be recorded, and any issues addressed.

Legal and Best Practice Requirements

The Regulatory Reform (Fire Safety) Order 2005 places duties on the Responsible Person to carry out and review a fire risk assessment, implement appropriate fire precautions, maintain fire protection measures and provide information, instruction and training to employees. In England, the Fire Safety Act 2021 and Fire Safety Regulations 2022 introduce additional requirements for certain buildings. Wymark will follow government and HSE fire safety guidance relevant to factories, warehouses and offices, and will co-operate with landlords and enforcing authorities on shared fire safety arrangements.

3.9 Manual Handling

Purpose

The purpose of this arrangement is to prevent, or where prevention is not reasonably practicable to minimise, the risk of musculoskeletal injury arising from manual handling tasks carried out by Wymark employees. By assessing manual handling operations, redesigning tasks, providing mechanical aids and training staff in safe techniques, Wymark aims to comply with the Manual Handling Operations Regulations and relevant HSE guidance and to protect employees from long-term back and limb disorders.

Scope

This arrangement covers all manual handling tasks carried out by Wymark employees, including lifting, lowering, pushing, pulling and carrying of GREASOMATIC components, raw materials, finished products, tools, equipment and office supplies. It applies to activities in warehouses, production, laboratories, offices and during loading or unloading at customers' premises.

Responsibilities

The Managing Director is responsible for ensuring that manual handling risks are assessed and that appropriate equipment and training are provided. The Safety Representative provides guidance on manual handling assessment methods and supports the selection of mechanical aids. Line Managers must ensure that manual handling tasks within their area are evaluated, that high-risk operations are redesigned where possible and that suitable equipment such as trolleys, pallet trucks or hoists is provided, maintained and used. Employees must follow safe handling techniques taught during training, use mechanical aids where provided, avoid attempting to lift loads beyond their capability and report any difficulties or pain arising from manual handling.

Procedure

Manual handling risk assessments will identify tasks where there is a risk of injury, considering the load, task, individual and environment. Wherever reasonably practicable, manual handling will be avoided by redesigning processes or using mechanical assistance. Where manual handling is unavoidable, the load size and weight will be controlled, team lifts used where appropriate and workstations set up to minimise twisting, reaching and stooping. Employees will receive training on the principles of safe lifting and carrying, with practical demonstrations relevant to their work. Supervisors will monitor work practices and intervene if unsafe techniques are observed. Injuries or near misses attributed to manual handling will trigger a review of assessments and controls.

Legal and Best Practice Requirements

The Manual Handling Operations Regulations 1992 require employers to avoid hazardous manual handling where reasonably practicable, assess unavoidable manual handling operations and reduce the risk of injury so far as reasonably practicable. Wymark will apply HSE guidance on manual handling, including the use of tools such as the MAC tool where appropriate, and will consider individual capability, including young persons and those with pre-existing conditions.

3.10 Display Screen Equipment

Purpose

The purpose of this arrangement is to control the health risks associated with regular use of display screen equipment, including fatigue, visual discomfort and musculoskeletal problems. By assessing DSE workstations, adjusting furniture and equipment, planning breaks and supporting eye and eyesight testing, Wymark seeks to protect habitual DSE users and to comply with the Health and Safety (Display Screen Equipment) Regulations and good practice for office and remote working.

Scope

This arrangement applies to all employees who regularly use display screen equipment (DSE) as a significant part of their normal work, including desktop computers, laptops, tablets and other similar devices. It covers office-based staff, managers, laboratory personnel and others whose roles involve prolonged use of DSE, whether at Wymark premises, at home or at other locations when working remotely.

Responsibilities

The Managing Director is responsible for ensuring that DSE risks are assessed and that suitable equipment and furniture are provided. The Safety Representative co-ordinates the DSE assessment process, provides guidance and training materials and reviews complex cases. Line Managers must ensure that DSE users complete assessments and that identified improvements, such as adjustable chairs or monitor stands, are implemented within a reasonable timeframe. Employees must complete DSE self-assessments honestly, use equipment as intended, take regular breaks away from screens and report any discomfort, visual strain or musculoskeletal issues so that adjustments can be made.

Procedure

DSE users will complete an initial self-assessment using Wymark's standard form or online tool, covering seating, desk layout, screen position, input devices, lighting and working patterns. The Safety Representative or a trained assessor will review completed assessments and, where necessary, carry out further evaluation. Actions may include provision of adjustable chairs, monitor risers, separate keyboards and mice for laptop users, or changes in layout and lighting to reduce glare. Employees will be encouraged to adopt good posture and to take micro-breaks or task variation to avoid prolonged static positions. DSE assessments will be reviewed if significant changes occur, such as relocation, change of equipment or reported health issues.

Legal and Best Practice Requirements

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) require employers to carry out risk assessments for DSE workstations, reduce risks to the lowest extent reasonably practicable, plan work so that users take regular breaks, provide eye and eyesight tests on request and, if necessary, special corrective appliances for DSE work. Wymark will follow government and HSE guidance on DSE, including provisions for hybrid and home working arrangements.

3.11 Working at a Height

Purpose

The purpose of this arrangement is to eliminate work at height where possible and, where it cannot be avoided, to manage it so that falls of people or objects are prevented or the consequences reduced to the lowest level reasonably practicable. Through planning, selection of appropriate access equipment and supervision, Wymark aims to comply with the Work at Height Regulations and to reduce one of the most serious causes of workplace injury.

Scope

This arrangement applies to all work at height undertaken by Wymark employees or contractors, including work on ladders or steps, access to storage racking, work on roofs, platforms or scaffolds, and any other activity where a person could be injured falling from one level to another. It also covers work at ground level adjacent to open edges or pits where a fall risk exists.

Responsibilities

The Managing Director is responsible for ensuring that work at height is avoided where possible and that, where it cannot be avoided, it is properly planned and carried out safely. The Safety Representative advises on safe systems of work at height and ensures that suitable equipment is available and inspected. Line Managers must identify work at height tasks in their areas, ensure that risk assessments and method statements are completed, and verify that only trained and authorised personnel carry out such work. Employees must not work at height unless they have been trained and authorised, must use the equipment provided (such as podium steps or harnesses) and must report any defects or concerns before commencing work.

Procedure

Work at height will be avoided wherever reasonably practicable, for example by bringing items down to ground level, using extendable tools or reconfiguring storage. Where work at height is necessary, a risk assessment will determine the safest method. Preference will be given to collective protection such as guard rails and work platforms over personal fall protection. Ladders and steps will only be used for short-duration, low-risk tasks and will be secured or footed where appropriate. All access equipment will be inspected on a pre-use basis and at planned intervals, with records kept for more complex equipment such as mobile towers. Weather conditions, fragile surfaces and risks from falling objects will be taken into account, and exclusion zones used where needed.

Legal and Best Practice Requirements

The Work at Height Regulations 2005 require that all work at height is properly planned, appropriately supervised and carried out in a manner which is, so far as reasonably practicable, safe. The regulations establish a hierarchy of control, prioritising avoidance of work at height, prevention of falls and mitigation of the consequences of any fall. Wymark will follow HSE guidance on safe use of ladders and stepladders, mobile towers and other access equipment, and will retain records of formal inspections where required.

3.12 Accident, Illness and Incident Reporting

Purpose

The purpose of this arrangement is to ensure that all accidents, cases of work-related ill health, dangerous occurrences and near misses are reported, recorded and investigated so that legal duties are met and lessons are learned. By operating a consistent reporting and investigation system, Wymark aims to comply with RIDDOR and other record-keeping requirements and to drive continual improvement in health and safety performance.

Scope

This arrangement applies to the reporting, recording and investigation of all accidents, work-related ill health, dangerous occurrences and near misses involving Wymark employees, contractors, visitors or members of the public affected by Wymark's activities. It covers events on company premises, while travelling on company business and at third-party sites where work is being carried out.

Responsibilities

The Managing Director is responsible for ensuring compliance with statutory reporting requirements and for reviewing serious incidents and trends. The Safety Representative maintains the accident and incident log, co-ordinates investigations and advises on corrective and preventive actions. Line Managers must ensure that all incidents in their area are reported promptly, that the incident reporting procedures are followed and that investigations are conducted to identify root causes. Employees, contractors and visitors must report accidents, ill health and near misses as soon as possible and co-operate in any investigation. First Aiders will complete appropriate records of treatment given.

Procedure

All accidents, near misses and dangerous conditions must be reported to the immediate Line Manager or Supervisor without delay. An internal incident report form will be completed, capturing details of what happened, where and when, who was involved and any immediate actions taken. The Line Manager and Safety Representative will determine the depth of investigation required, proportionate to the severity and potential of the incident. Investigations will focus on identifying underlying and root causes, not on assigning blame, and will result in an action plan to prevent recurrence. Reportable incidents under RIDDOR will be notified to the HSE within required timescales. Data from incident reports will be analysed periodically to identify trends and inform improvements.

Legal and Best Practice Requirements

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require responsible persons to report certain serious workplace accidents, occupational diseases and specified

dangerous occurrences. The Social Security (Claims and Payments) Regulations 1979 require an accident book for recording certain injuries. Accurate reporting and investigation also support compliance with the Health and Safety at Work etc. Act 1974 by enabling Wymark to learn from adverse events and demonstrate effective management of risks.

3.13 Provision and Use of Work Equipment

Purpose

The purpose of this arrangement is to ensure that all work equipment used by Wymark is suitable for its intended purpose, safe to use, properly maintained and used only by competent people in accordance with safe systems of work. This is intended to control risks of mechanical injury, entanglement, crushing and other equipment-related hazards and to demonstrate compliance with PUWER, the Health and Safety at Work etc. Act and relevant standards and manufacturer instructions.

Scope

This arrangement covers all work equipment used by Wymark employees, including machinery, tools, test rigs, conveyors, lifting equipment, hand-held power tools and office equipment used in connection with work. It applies to equipment owned or hired by Wymark and to employees' own equipment where its use has been authorised for work purposes.

Responsibilities

The Managing Director is responsible for ensuring that work equipment provided is suitable for its intended use and that adequate resources are available for its maintenance and inspection. The Safety Representative provides guidance on compliance with PUWER and co-ordinates maintenance schedules and statutory inspections. Line Managers must ensure that only authorised, trained employees use specific items of equipment, that pre-use checks and routine maintenance are carried out and that guarding, interlocks and safety devices are not overridden. Employees must use equipment in accordance with training and instructions, report defects, and never remove or bypass safety guards or devices.

Procedure

Before new equipment is introduced, a suitability assessment will be carried out considering the intended use, associated risks, required controls and competency of users. Supplier information and instructions will be reviewed and used to shape safe operating procedures. Planned preventive maintenance schedules will be implemented, with records kept of inspections, servicing and repairs. Guards, emergency stops, interlocks and other safety features will be routinely checked and kept in effective working order. Any defect that could affect safety will lead to the equipment being isolated and tagged 'out of use' until repaired and tested. Where changes are made to equipment, the risks will be reassessed and users re-briefed. Training records will be maintained for all employees using significant work equipment.

Legal and Best Practice Requirements

The Provision and Use of Work Equipment Regulations 1998 require that work equipment is suitable, maintained in efficient working order, inspected as necessary and used only by people who have received adequate information, instruction and training. The Health and Safety at Work etc. Act 1974 also imposes general duties regarding safe plant and systems of work. Wymark will follow relevant HSE guidance and manufacturer recommendations, and will ensure that only CE/UKCA-marked equipment that meets applicable standards is introduced into use.

3.14 Smoking

Purpose

The purpose of this arrangement is to comply with smoke-free legislation, to protect employees, contractors and visitors from the health risks of second-hand smoke and to minimise the fire risks associated with smoking and vaping. By clearly defining where smoking is prohibited and where, if at all, it is permitted, Wymark supports legal requirements under the Health Act 2006 and associated regulations and reinforces its wider fire safety controls.

Scope

This arrangement applies to smoking and the use of e-cigarettes or vaping devices by employees, contractors and visitors on Wymark premises, including buildings, yards, vehicles and any areas under Wymark's control. It aims to protect non-smokers from exposure to second-hand smoke, reduce fire risk and ensure compliance with relevant legislation and landlord requirements.

Responsibilities

The Managing Director is responsible for setting and enforcing the company's smoking policy. Line Managers must ensure that staff are aware of the policy, that 'No Smoking' signs are displayed where required and that any breaches are dealt with in line with disciplinary procedures. The Safety Representative advises on suitable locations for designated smoking areas, where permitted, and ensures that smoking controls are reflected in fire risk assessments. Employees, contractors and visitors must comply with the policy at all times and must use designated external areas only, disposing of smoking materials safely.

Procedure

Smoking, including use of e-cigarettes or vaping devices, is prohibited in all enclosed and substantially enclosed workplaces, company vehicles and other areas signed as non-smoking. Designated external smoking areas, if provided, will be located so as to minimise fire risk and prevent smoke ingress into buildings or exposure to others. Suitable receptacles for cigarette ends will be provided and emptied regularly. The policy will be communicated during induction and via signage and staff communications. Persistent breaches will be managed through disciplinary procedures. Employees seeking to stop smoking will be signposted to external support where available.

Legal and Best Practice Requirements

The Health Act 2006 and associated smoke-free regulations prohibit smoking in enclosed and substantially enclosed public places and workplaces, and in certain vehicles. Employers must display appropriate signage and prevent people from smoking in smoke-free premises. Wymark's policy also

supports fire safety legislation by reducing fire risk and will be aligned with any additional restrictions imposed by landlords or site-specific rules.

3.15 Personal Protective Equipment (PPE)

Purpose

The purpose of this arrangement is to ensure that personal protective equipment is used effectively as a supplementary safeguard where risks cannot be adequately controlled by elimination, substitution or engineering and organisational measures. By selecting, providing, maintaining and monitoring appropriate PPE, Wymark seeks to protect individuals from residual hazards and to comply with the Personal Protective Equipment at Work Regulations and topic-specific regulations that mandate PPE use.

Scope

This arrangement covers the selection, provision, use and maintenance of PPE at Wymark, including but not limited to safety footwear, eye protection, gloves, respiratory protective equipment, hearing protection and high-visibility clothing. It applies to all employees and, where specified, to contractors and visitors entering designated areas.

Responsibilities

The Managing Director is responsible for ensuring that suitable PPE is provided free of charge to employees where risk assessments identify a need. The Safety Representative supports the selection of appropriate PPE, taking into account compatibility, comfort and the nature of the hazards, and ensures that maintenance and replacement arrangements are in place. Line Managers must ensure that PPE requirements are clearly defined in risk assessments and safe systems of work, that employees are trained in correct use and care, and that PPE is worn where required. Employees must wear PPE as instructed, look after it properly, store it correctly and report any loss, damage or defects immediately.

Procedure

Following completion of risk assessments, PPE will be identified as a control measure only where risks cannot be adequately controlled by other means. Selected PPE will be compatible with other items worn simultaneously and will comply with relevant performance standards. Fit testing will be carried out for tight-fitting respiratory protective equipment, and hearing protection zones will be clearly marked where needed. PPE will be issued to individuals or made available at points of use, with records kept for significant items such as RPE. Cleaning, maintenance and replacement schedules will be agreed and communicated. Supervisors will monitor compliance and challenge non-use of PPE in designated areas.

Legal and Best Practice Requirements

The Personal Protective Equipment at Work Regulations 1992 (as amended) require employers to provide suitable PPE to employees where risks cannot be controlled by other means, to provide

information, instruction and training on its use and to ensure it is properly maintained. Other regulations, such as COSHH, Noise at Work and the Control of Lead at Work, may impose additional PPE requirements. Wymark will ensure that PPE meets appropriate CE/UKCA marking requirements and will follow HSE guidance on the selection, use and maintenance of PPE and RPE.

3.16 Control of Asbestos

Purpose

The purpose of this arrangement is to prevent exposure to asbestos fibres from asbestos-containing materials in buildings occupied or managed by Wymark. By identifying ACMs, maintaining an accurate Asbestos Register and management plan, and tightly controlling any work that might disturb them, Wymark aims to comply with the Control of Asbestos Regulations and to protect employees, contractors and others from the long-term health effects of asbestos exposure.

Scope

This arrangement applies to any asbestos-containing materials (ACMs) present in buildings occupied or managed by Wymark. It covers identification, management and control of ACMs to prevent exposure of employees, contractors and others to asbestos fibres. It also applies to the planning and control of any work that may disturb the fabric of the building, such as maintenance, installation or refurbishment activities.

Responsibilities

Where Wymark is the duty holder under the Control of Asbestos Regulations, the Managing Director is responsible for ensuring that ACMs are identified, recorded and managed, and that an Asbestos Management Plan is implemented. The Safety Representative maintains the Asbestos Register, co-ordinates periodic condition inspections and ensures that relevant information is shared with employees and contractors. Line Managers must ensure that staff and contractors do not drill, cut or otherwise disturb building materials without checking the Asbestos Register and obtaining permission. Contractors must provide suitable risk assessments and, where necessary, evidence of licences and training before undertaking work that could disturb asbestos.

Procedure

Where buildings may contain asbestos, surveys will be undertaken by competent surveyors to identify the location and condition of ACMs. The findings will be recorded in an Asbestos Register and used to develop an Asbestos Management Plan that details inspection schedules, control measures and procedures for planned work. ACMs in good condition will generally be left in place, with controls to prevent disturbance and periodic inspections to monitor condition. Where removal or repair is necessary, this will be carried out by licensed or appropriately competent contractors under controlled conditions, with waste disposed of by licensed carriers. Before any intrusive work is undertaken, the Asbestos Register will be consulted and, where information is insufficient, appropriate refurbishment/demolition surveys will be carried out.

Legal and Best Practice Requirements

The Control of Asbestos Regulations 2012 impose a duty to manage asbestos in non-domestic premises, requiring duty holders to identify ACMs, assess the risk of exposure and implement a written plan for managing those risks. Certain higher-risk work with asbestos must be carried out by licensed contractors, and all work must follow strict control procedures. Wymark will follow the HSE Approved Code of Practice 'Managing and working with asbestos' (L143) and will co-operate with landlords where they retain the duty holder role.

3.17 Welfare

Purpose

The purpose of this arrangement is to provide and maintain adequate welfare facilities that support employees' health, comfort and dignity while at work, including sanitation, washing, rest and eating facilities, drinking water and reasonable workplace conditions. By doing so, Wymark seeks to meet and, where practicable, exceed the minimum standards set by the Workplace (Health, Safety and Welfare) Regulations and to promote wellbeing and morale across the workforce.

Scope

This arrangement applies to the provision, use and maintenance of welfare facilities for Wymark employees and, where appropriate, for contractors and visitors. It covers toilets, washing facilities, drinking water, rest areas, eating facilities, changing rooms, lockers and arrangements for managing workplace temperatures and ventilation.

Responsibilities

The Managing Director is responsible for ensuring that adequate and suitable welfare facilities are provided in accordance with legal requirements and that they are maintained in good condition. The Safety Representative monitors welfare standards through inspections and responds to issues raised by employees. Line Managers must encourage proper use of facilities, report defects or cleanliness issues promptly and consider welfare needs when planning work patterns or overtime. Employees are expected to use welfare facilities considerately, keep them clean and report any defects or concerns so they can be addressed.

Procedure

Welfare facilities will be designed and provided with regard to the number of employees, gender balance, nature of work and working hours. Toilets and washing facilities will be readily accessible, lit, ventilated and kept clean through scheduled cleaning regimes. Adequate supplies of hot and cold water, soap and drying facilities will be maintained. Drinking water points will be clearly marked and kept in a hygienic condition. Rest areas will be provided where employees can take breaks and consume food away from work areas, and refrigeration and food preparation facilities will be provided where appropriate. During hot or cold weather, reasonable steps will be taken to maintain comfortable working conditions, including provision of fans, heaters or suitable protective clothing as needed.

Legal and Best Practice Requirements

The Workplace (Health, Safety and Welfare) Regulations 1992 set minimum standards for sanitary conveniences, washing facilities, drinking water, rest facilities and other welfare provisions. Wymark will

also take account of HSE guidance on workplace health and safety and any specific welfare provisions required by other regulations or by landlords' or site-specific rules. Good welfare provision is recognised as an important contributor to employee wellbeing and morale and will be treated as such.

3.18 Safe Premises

Purpose

The purpose of this arrangement is to ensure that Wymark's premises, including access routes, work areas and external spaces, are designed, used and maintained so that employees, contractors and visitors can move around and work safely. Through planned inspections, maintenance and good housekeeping, Wymark aims to prevent slips, trips, falls and other premises-related incidents and to comply with the Workplace Regulations, the Health and Safety at Work etc. Act and Occupiers' Liability duties.

Scope

This arrangement covers the design, use and maintenance of Wymark premises to ensure safe access, egress and use of the workplace. It includes building fabric, floors, traffic routes, lighting, ventilation, glazing, stairs, ramps, external areas and car parks under Wymark's control.

Responsibilities

The Managing Director is responsible for ensuring that premises under Wymark's control provide a safe environment and that adequate resources are allocated for repairs and improvements. The Safety Representative co-ordinates workplace inspections, liaises with landlords and contractors on building issues and ensures that identified hazards are recorded and tracked to completion. Line Managers must monitor their areas for defects such as damaged flooring, inadequate lighting, blocked routes or unsafe stacking, and report these promptly. Employees are responsible for maintaining good housekeeping, keeping routes clear and reporting hazards such as spillages, damaged equipment or unsafe behaviour.

Procedure

Planned workplace inspections will be carried out by Line Managers and the Safety Representative at intervals appropriate to the level of risk. Checklists will cover housekeeping, floor conditions, lighting, signage, storage, traffic routes, stairs and external areas. Hazards will be recorded and assessed, with immediate controls implemented where necessary and longer-term remedial works scheduled. Maintenance requests will be logged and monitored until completion. Housekeeping standards will be reinforced through local rules, signage and training. Where Wymark shares premises with other occupiers or a landlord, responsibilities for building safety will be clarified in writing and co-operation arrangements established.

Legal and Best Practice Requirements

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to ensure, so far as reasonably practicable, that workplaces, including access and egress, are maintained in an efficient

state, efficient working order and good repair. The Health and Safety at Work etc. Act 1974 and Occupiers' Liability Acts also impose duties in relation to the safety of employees and visitors. Wymark will follow HSE guidance on safe workplaces and will pay particular attention to preventing slips, trips and falls, which remain a significant cause of injury.

3.19 Noise at Work

Purpose

The purpose of this arrangement is to control exposure to noise generated by Wymark's activities so that employees are not placed at risk of noise-induced hearing loss or other adverse effects. By assessing noise levels, applying engineering and organisational controls and providing hearing protection and health surveillance where necessary, Wymark seeks to meet the requirements of the Control of Noise at Work Regulations and relevant HSE guidance.

Scope

This arrangement applies to work activities at Wymark that may expose employees to noise levels capable of causing hearing damage, such as operation of certain machinery, tools or test rigs. It also considers exposure to intermittent high noise events and the impact of noise on communication and safety signals.

Responsibilities

The Managing Director is responsible for ensuring that noise risks are assessed and adequately controlled. The Safety Representative co-ordinates noise surveys, interprets results and advises on engineering controls and hearing protection. Line Managers must implement control measures identified in noise assessments, such as enclosures, isolation, job rotation and designation of hearing protection zones, and must ensure that employees wear hearing protection where required. Employees must use hearing protection correctly in designated areas, follow safe systems of work and report any concerns about noise levels or hearing difficulties.

Procedure

An initial screening will be conducted to identify tasks where noise may exceed lower exposure action values. Where indicated, noise measurements will be carried out by competent persons using appropriate equipment. Based on the results, control measures will be prioritised, focusing first on elimination or reduction of noise at source and engineering controls such as enclosures, silencers or dampening. Where necessary, hearing protection zones will be established and clearly signed, and suitable hearing protection will be selected and provided. Training will be given on the risks of noise and correct use, storage and maintenance of hearing protection. Where residual risk remains at or above upper action levels, health surveillance (audiometry) will be arranged for affected employees.

Legal and Best Practice Requirements

The Control of Noise at Work Regulations 2005 set lower and upper exposure action values and an exposure limit value for daily or weekly noise exposure, requiring employers to assess risks, eliminate or

reduce exposure and, where necessary, provide and ensure the use of hearing protection and health surveillance. Wymark will follow HSE guidance on controlling noise at work and will keep records of noise assessments and audiometric testing in line with data protection requirements.

3.20 Installation and Use of EV Chargers

Purpose

The purpose of this arrangement is to manage the electrical, fire and physical risks associated with the installation, operation and maintenance of electric vehicle charging equipment on Wymark premises. By ensuring that EV chargers are properly designed, installed, inspected and used in accordance with BS 7671, the Electricity at Work Regulations and fire safety law, Wymark aims to provide safe charging facilities for users while protecting people, property and critical electrical infrastructure.

Scope

This arrangement applies to the installation, operation and maintenance of electric vehicle (EV) charging equipment located on Wymark premises, regardless of whether it is used for company vehicles, employee vehicles or visitor vehicles. It addresses electrical safety, fire safety, safe movement of vehicles and pedestrians, and management of charging cables and associated equipment.

Responsibilities

The Managing Director is responsible for authorising the installation of EV charging infrastructure and ensuring that competent designers and electrical contractors are appointed. The Safety Representative advises on risk assessment, safe layouts, signage and integration of EV chargers into fire and electrical safety management. Line Managers must ensure that local rules for EV charging areas are communicated and enforced, including parking controls, segregation of pedestrians and reporting of defects. Employees and other users of EV chargers must follow instructions on safe connection and disconnection, park only in designated bays, avoid creating trip hazards with cables and report any damage, overheating or unusual behaviour of chargers immediately.

Procedure

Before EV chargers are installed, a risk assessment will consider electrical supply capacity, fault protection, location of equipment, vehicle movements, emergency access, drainage and potential exposure to weather. Chargers will be installed by competent contractors in accordance with BS 7671, manufacturer instructions and relevant industry guidance, including provisions specific to EV charging circuits. Chargers will be subject to periodic inspection and testing as part of the fixed electrical installation regime. Local rules will cover who may use the chargers, maximum connection times, safe routing of cables, and actions to take in the event of a fault or fire. Signage will identify EV charging bays, emergency contact numbers and any restrictions. In the event of a suspected electrical fault or fire, users will be instructed not to attempt repairs but to raise the alarm and evacuate the area as necessary.

Legal and Best Practice Requirements

EV charging installations must comply with the Electricity at Work Regulations 1989 and the current edition of BS 7671, including Section 722 relating to electric vehicle charging installations. Fire safety law, including the Regulatory Reform (Fire Safety) Order 2005, requires that fire risk assessments take account of EV charging and associated hazards. Wymark will also follow relevant IET and government guidance on safe EV charging and will review this arrangement as standards and best practice evolve.

3.21 Control of Contractors

Purpose

The purpose of this arrangement is to ensure that all contractors working on Wymark premises, or undertaking work on behalf of Wymark elsewhere, are selected, managed and monitored in a way that prevents injury, ill health, property damage and business disruption. By putting clear controls in place before, during and after contractor work, Wymark aims to ensure that contractors are competent, that their activities are properly risk assessed and co-ordinated with Wymark's own operations, and that legal duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and, where applicable, the Construction (Design and Management) Regulations are met.

Scope

This arrangement applies to all **contractors and sub-contractors** engaged by Wymark to carry out work, whether on Wymark premises or at third-party locations where Wymark has control over the work being undertaken. It includes, but is not limited to:

- Maintenance and repair contractors (e.g. mechanical, electrical, HVAC, lifting equipment, building fabric)
- Construction, fit-out, refurbishment or demolition contractors
- IT, security system and EV-charger installers
- Cleaning and grounds maintenance contractors
- Specialist service providers (e.g. asbestos surveyors, LEV testers, fire alarm engineers)

It **does not** apply to delivery drivers and visitors whose activities are very limited and controlled by site rules, unless they are carrying out work activities on site (e.g. installing equipment).

Where Wymark operates on a customer's site, this arrangement applies to the selection and control of any contractors engaged by Wymark, and Wymark will also comply with the customer's own permit-to-work and contractor management procedures.

Responsibilities

Managing Director

- Ensures that effective systems are in place for the selection and management of contractors and that sufficient resources are allocated to implement this arrangement.
- Approves the use of contractors for significant or higher-risk works (e.g. construction, major maintenance, hot work, electrical work).

Safety Representative

- Develops and maintains the contractor control procedure and standard documentation (e.g. pre-qualification questionnaire, contractor induction, permit-to-work forms).
- Provides advice to managers on contractor risk assessments, method statements (RAMS) and legal requirements (e.g. CDM, asbestos).
- Assists in investigating any incidents involving contractors and reviewing lessons learned.

Line Managers / Project Managers

- Identify the need for contractor involvement and ensure that only approved and competent contractors are engaged.
- Ensure contractors receive relevant information about Wymark's hazards, site rules, emergency procedures and any known asbestos or other significant risks before work starts.
- Check and accept contractors' RAMS, ensuring they are suitable and sufficient for the work and compatible with Wymark's operations.
- Co-ordinate contractor activities with Wymark's own work, including isolation of services, segregation of work areas and scheduling to avoid conflicting activities.
- Monitor contractor performance and behaviour on site, intervene in unsafe situations and, if necessary, stop work.

Contractors

- Are responsible for the health and safety of their own employees and sub-contractors in line with legal duties and must co-operate with Wymark's arrangements.
- Must provide evidence of competence, insurance and relevant training (e.g. PASMA, IPAF, asbestos awareness) when requested.

- Must supply risk assessments and method statements for the work, comply with Wymark's site rules, permits-to-work and instructions, and use suitable work equipment and PPE.
- Must immediately report accidents, near misses, unsafe conditions, damaged services or changes to the agreed scope or method of work.

All Employees

- Must not authorise or direct contractors to carry out tasks outside the agreed scope of work.
- Must report unsafe contractor behaviours or conditions promptly to their Line Manager or the Safety Representative.

Procedure

1. Contractor selection and pre-qualification

- Before appointing a contractor, the responsible Manager will consider their **competence and suitability**, not just cost. This may include:
 - Completion of a contractor pre-qualification questionnaire (PQQ) covering health and safety policies, training, accident history and references.
 - Evidence of appropriate **insurance**, including public liability and, where applicable, professional indemnity and employers' liability.
 - Copies of relevant qualifications, trade memberships and licences (e.g. NICEIC, Gas Safe, asbestos licence).
- Higher-risk work (e.g. roofing, hot work, confined spaces, asbestos, electrical, structural works) will only be awarded to contractors able to demonstrate appropriate specialist competence.

2. Planning and risk assessment

- The Manager engaging the contractor will provide outline information on:
 - The nature and location of the work, expected timescales and any constraints.
 - Known hazards on site (e.g. moving vehicles, live services, hazardous substances, fragile roofs, asbestos-containing materials).
 - Wymark's emergency and fire arrangements.

- Contractors must supply **risk assessments and method statements (RAMS)** covering their activities, which will be reviewed by the responsible Manager and, where appropriate, the Safety Representative.
- Where work may disturb the fabric of the building, the **Asbestos Register** will be consulted before work starts, and additional surveys arranged if information is insufficient.
- For complex or higher-risk projects, a **pre-start meeting** will be held to clarify responsibilities, interfaces with other work, access and egress, isolations, permits, welfare, supervision and communication arrangements.

3. Induction and site rules

- All contractor personnel will receive a **site induction** appropriate to the work, including:
 - Site access arrangements, sign-in/out and identification requirements.
 - Local hazards and restricted areas.
 - Fire and emergency procedures and muster points.
 - Requirements for PPE, housekeeping, smoking/vaping, parking, EV charger use and waste disposal.
- Contractors must sign to confirm they have received and understood the induction and site rules and will brief any additional or replacement personnel accordingly.

4. Permits-to-work and controls during work

- For higher-risk activities (e.g. hot work, work at height in sensitive areas, entry into confined spaces, work on live electrical systems, significant roof work, work affecting fire alarms or critical services), a **permit-to-work system** will be used.
- Permits will specify the work to be done, location, time limits, isolations required, precautions to be taken, and checks to be completed before issue and on closure.
- Wymark will ensure that the work area is made safe as far as reasonably practicable before handover (e.g. isolation of plant or services, segregation of work areas, protection of stock and equipment).
- Managers or their nominees will **monitor contractor activities**, including periodic checks to confirm that RAMS and permit conditions are being followed, that housekeeping standards are acceptable and that no unauthorised variations to the work are occurring.

- If unsafe practices, near misses or non-compliance with site rules are observed, work will be stopped until the issues are addressed. Persistent or serious breaches may result in removal of the contractor from site and exclusion from future work.

5. Completion of work and review

- On completion of the job, the Manager will check that:
 - The work area has been left in a safe, clean condition.
 - All temporary safeguards, isolations and permits have been correctly closed out or reinstated.
 - Any documentation (e.g. test certificates, commissioning reports, operation and maintenance manuals, updated drawings) has been provided.
- For major or recurring contracts, contractor performance (safety, quality, adherence to programme and communication) will be reviewed and recorded to inform future selection decisions.
- Any accidents, incidents, near misses or damage involving contractors will be **investigated** in line with Wymark's accident reporting procedure, with corrective and preventive actions implemented and shared as appropriate.

Legal and Best Practice Requirements

- **Health and Safety at Work etc. Act 1974** – places general duties on employers to ensure, so far as is reasonably practicable, the health and safety of employees and others (including contractors) who may be affected by their undertaking, and on contractors to protect their own employees and others affected by their work.
- **Management of Health and Safety at Work Regulations 1999** – require co-operation and co-ordination between employers who share a workplace, suitable and sufficient risk assessments, and arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- **Construction (Design and Management) Regulations (CDM)** – apply where work falls within the definition of construction work. Wymark may take on client or other duty-holder roles and will ensure that duties such as appointment of competent duty holders, provision of pre-construction information and co-ordination of health and safety are fulfilled.

- **Control of Asbestos Regulations 2012** – require duty holders to manage asbestos in non-domestic premises, provide information on ACMs to those liable to disturb them and ensure that work which may disturb asbestos is properly controlled and, where necessary, carried out by licensed contractors.
- Other topic-specific regulations (e.g. Electricity at Work Regulations, Work at Height Regulations, PUWER, LOLER, COSHH, DSEAR, Fire Safety Order) may apply depending on the nature of the contracted work, and contractors are expected to comply fully with them.

Wymark will follow relevant **HSE guidance and industry good practice on contractor management**, including the principles of planning, competence, co-operation, co-ordination and control. Contractor control arrangements will be reviewed periodically and after any significant incident or project, to identify improvements and ensure continued legal compliance.

